

## DFSNZ - Athletes' Commission (AC) Establishment Terms of Reference

**30 July 2021**

*These Terms of Reference have been created to establish a foundation AC, comprising a chair and its members. Once the AC is established, it will review these ToR with full autonomy and update them, if required, so that they remain fit for purpose.*

### **1. Purpose**

- 1.1 To bring independent athlete voice, from athlete representative groups or from individual athletes to all aspects of Drug Free Sport New Zealand's work. This will ensure that athletes remain at the heart of what we do.

### **2. Role**

- 2.1 An athlete body, independent from DFSNZ that serves as a link, enabling the views of New Zealand athletes to be represented and heard within DFSNZ.

### **3. Goals and Objectives**

- 3.1 To engage with athletes and use their feedback to support the development of new and existing programmes and initiatives
- 3.2 To assist in reviewing and recommending effective ways to engage athletes, support persons and NSOs
- 3.3 To bring diversity to our decision making (gender, cultural background, disability and diversity of sports), enabling a more genuine experience

### **4. Composition**

- 4.1 The AC should comprise a maximum of eight (8) athletes, reflecting a mix of cultures, genders and sports. This will include NZ athlete representatives from the Olympic Movement, the Paralympic movement and team sports.
- 4.2 An athlete within the meaning of these AC terms of reference is a Performance<sup>1</sup> or High Performance<sup>2</sup> athlete who has competed in sport within the last eight (8) years.

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<sup>1</sup> The athlete is exposed to a formal training programme (e.g. within their National Sporting Organisation (NSO)) and competes at sport specific representative events (national, regional).

<sup>2</sup>The athlete is exposed to a formal training programme, most with comprehensive support from their NSO, HPSNZ, NZOC, PNZ and/or Player Associations. In relevant sports, these athletes are likely to be carded, semi or fully professional and will be representing NZ in international competition which national events may be used to qualify for.



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- 4.3 The DFSNZ CEO shall appoint an Establishment Chair for a one (1) year term for the purpose of operationalising the AC. The Establishment Chair will not be eligible for a second term.
- 4.4 Thereafter, the AC Chair shall be appointed by the AC through a majority vote, following a recruitment process, outlined in section 4.8.
- 4.5 AC Establishment Members will be athletes as defined in section 4.1 and 4.2 and will be appointed by the DFSNZ CE in consultation with the Establishment Chair.
- 4.6 AC Establishment Members will have a staggered membership, to ensure that roughly one third of members change each of the first three years. This will involve:
  - a. Three (3) Establishment Members holding three (3) year terms
  - b. Three (3) Establishment Members holding (2) year terms
  - c. Two (2) Establishment Members, including the Chair, holding one (1) year terms
- 4.7 Thereafter, AC Members will be appointed by the AC Chair in consultation with the DFSNZ CE following a recruitment process, outlined in section 4.8.
- 4.8 DFSNZ will conduct a recruitment process for all vacant AC Chair and Member positions through open advertisement. Each applicant must submit an expression of interest and meet the criteria of an athlete set out in sections 4.1 and 4.2.
- 5. Term of Office**
  - 5.1 Separate to the Establishment AC Chair, appointments to the AC will hold a three (3) year term and serve a maximum of two (2) terms of office. Term of office will start on the date of the next scheduled Commission meeting.
  - 5.2 For the existing AC Chair to be eligible for a second term, they must be re-elected by the existing AC following a majority vote. The AC Chair must submit an expression of interest at least two (2) months prior to the end of their term.
  - 5.3 For an existing AC Member to be eligible for a second term, they must be re-appointed by the AC Chair, who will make a decision in consultation with the DFSNZ CE. The AC Member must submit an expression of interest at least two (2) months prior to the end of their term.
  - 5.4 The AC Chair, after consultation with the DFSNZ CE, may remove individuals from the AC where an AC Member has breached any section of the DFSNZ AC Terms of Reference, or where the AC Chair considers it appropriate to do so.
- 6. Meetings**
  - 6.1 The AC will meet a minimum of three (3) times per year.



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6.2 Five (5) AC members must be in attendance for quorum to be met. Should quorum not be met, the meeting shall be re-scheduled.

6.3 To retain membership of the commission, AC members must be available to attend at least two (2) meetings per year.

## **7. Administrative & Funding Support**

7.1 DFSNZ will provide the necessary administration and financial support for Commission meetings.

7.2 DFSNZ will provide a secretariat to the Commission.

7.3 The Secretariat will be responsible for taking minutes, which will be circulated promptly to all members of the commission.

7.4 The agenda of the meeting will be determined by the AC chair, with input from DFSNZ regarding existing and upcoming programmes and initiatives.

## **8. Declaration Of Interests**

8.1 All AC Members, Including Establishment Members, must complete a declaration of interest's registrar upon appointment.

8.2 If the AC Chair deems a conflict exists, the AC member will either be:

- a. prohibited from joining the AC or,
- b. excluded from the discussion, voting or decision which may be affected by the conflict.

## **9. Confidentiality**

9.1 All aspects of the AC are confidential.

9.2 All AC members, Including Establishment Members, are required to sign a confidentiality declaration upon appointment.

## **10. Media & Communications**

10.1 The AC Chair is the only designated Spokesperson for the AC relating to all media communications.

10.2 Any media enquiries directed to the AC or AC Members must be dealt with by the AC Chair.

[END]